

The Indiana Department of Correction

presents



Understanding *Performance Management: For the Employee*

Performance Objective

Understand the Performance Management Program that has been implemented for all State of Indiana employees.

Performance Management Program

- Measurable goals are the foundation of this program.
- The objective of the program is continuous improvement — reaching higher targets each year.
- It is based on the results or outcomes of your work, not just the activities you perform day-to-day.

Performance Management

- All employees receive a goal-orientated work profile at the beginning of their employment.
- The actual performance evaluation is then based on this profile.
- Completing the work profile file, at the beginning of employment or at the beginning of each new calendar year, lets staff know exactly what they will be evaluated on throughout the review period.

Performance Evaluation Ratings

Performance evaluation ratings reflect the decision by your immediate supervisor and upper management as to the results you produced over the review period.

Supervisors will rate each performance expectation/goal and Competency using the ratings of Meets Expectations, Exceeds Expectations or Does Not Meet Expectations

Performance Evaluation Ratings

Supervisors will rate the employee's overall performance using the five (5) rating levels listed below:

1. "Outstanding"
2. "Exceeds" (expectations)
3. "Meets" (expectations)
4. "Needs Improvement"
5. "Does Not Meet" (expectations)

Performance Evaluation Ratings

What does a rating of “Outstanding” mean?

An employee who receives ratings of “Exceeds” expectations for all competencies and performance expectations will receive an overall performance rating of “Outstanding”.

Performance Evaluation Ratings

What does a rating of “Exceeds Expectation” mean?

An employee who receives ratings of “Exceeds” Expectations in the competency Job Knowledge & Skill and a minimum of at least two (2) or more significant Performance Expectations and no ratings of “Does Not Meet” expectations, the employee may receive an overall rating of “Exceeds” expectations.

Performance Evaluation Ratings

What does a rating of “Meets Expectation” mean?

This rating is given to employees who (1) are fully successful in meeting all of the performance expectations/goals that are important to his or her job and (2) will have demonstrated a satisfactory competence in the Competencies.

Performance Evaluation Ratings

What does a rating of “Needs Improvement” mean?

This rating is given to employees who sometimes perform at an acceptable level, but are not consistent and need improvement to meet expectations.

Performance Evaluation Ratings

What does a rating of “Does Not Meet Expectation” mean?

This rating is given to employees who fail to achieve any one or more key performance expectations/goals or cannot demonstrate proficiency in the Competencies needed for the job.

Performance Evaluation Ratings

If the employee is assessed as Does Not Meet Expectations or Needs Improvement for a performance expectation or significant Competency, the supervisor should implement a Work Improvement Plan.

The Work Improvement Plan is an explicit action plan designed to correct performance deficiencies within a specified time period.

Employee's are responsible for:

- Participating in all phases of the performance management process to include understanding their performance expectations, how the performance expectations will be measured, and how the performance expectations relate to the Agency's strategic objectives.
- Performing their work in a way that meets or exceeds performance expectations.

Employee's are responsible for:

- Communicating successes and problems to their supervisors to assist their supervisor in measuring their progress.
- Asking questions about their job, their performance expectations and the performance measures whenever they need clarification or additional information.

Employee's Role

- If you don't have a work profile within the first month of employment, ask your supervisor when you can meet to put one together.
- Bring to your supervisor's attention conditions or circumstances that are changing during the review year, which could impact your ability to complete a performance expectation.
- Ask your supervisor periodically how you are doing and ask for at least one meeting mid-way through the review period to discuss how your performance is measuring up to expectations.

Employee's Role

If you disagree with the performance rating you received:

- Check to see if you achieved results which are not included on the evaluation — remember this is an evaluation of results, not activities.
- Discuss with your supervisor any questions you have about what is on the evaluation.
- Seek out a member of your agency's HR department to discuss your results.

Further Questions After Today?

Talk with your training coordinator, your agency human resources professional, or log onto the performance management web page:

<http://www.in.gov/spd/2394.htm>

